



**Validation Errors and Verification Reports**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

*NDE Staff Reporting: ESUs, Public, NonPublic, State Operated and Interim Programs*  
*NSSRS Student: Public and State Operated*

This is reminder that during the process of submitting your NDE Staff and NSSRS Student data, please be sure to follow-up by checking NSSRS Validation to Review Errors and get those corrected before the due date. You can also find Verification Reports for both Staff and Student Data under NSSRS Validation. It is advisable to also check these reports.



**Federal Funds Requests for Reimbursement**

Contact: Diane Stuehmer (402-471-1740 or [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov))

It is time to submit the **Final Reimbursement Request for the 2012-13 Federal funds**. Several Districts have unpaid carryover (unspent funds from 2011-12 that were carried over to the 2012-13 school year) that must be obligated by **September 30, 2013**. The **FINAL** Request for Reimbursement for the 2012-13 school year must be submitted to NDE by **November 15, 2013**. The referenced carryover funds expire on September 30<sup>th</sup> and will then need to be released if not spent. Keep in mind the message being sent to Washington D.C. if Districts do not spend the Federal funds awarded to them.



**ESEA/NCLB Consolidated Application – Due October 15**

Contact: Diane Stuehmer (402-471-1740; [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov))

The ESEA/NCLB Consolidated application opened August 28<sup>th</sup> and is due October 15, 2013. Keep in mind that if the application is not submitted by the due date, districts need to submit a formal request through the Consolidated Data Collection (CDC) "Request to Submit Data Late or Make Data Changes" explaining the extenuating circumstances that caused the district to miss the submission deadline. At that time there is no guarantee that the application will be re-opened for submission.



**Annual Caseload Count of Children in Local Institutions For Neglected or Delinquent-  
(CDC Collection) - Due December 5**

Contact: Pat Frost (402 471-2478), Title I

The Title I Annual Caseload Count of Children in Local Institutions for Neglected or Delinquent from the 5 districts with county detention centers located within their districts, and from the 16 districts with neglected facilities located within their districts will now report form NDE: 04-017 on the CDC. Notifications will be sent to the districts. Complete directions are located on the CDC.



**State of the Schools Report (SOSR) Calendar for 2013**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

The following provides the dates when data and decisions will be available for review in the 2013 SOSR Preview prior to public release. Once the Report Card is released to the public, the data will not be changed so it is important for districts to review their data. The 2013 SOSR Preview will be available through the NDE Portal. Note, the Nebraska Performance Accountability System (NePAS) was released to the public in August without the graduation component. Graduation rates and ranking will not be added until November in order to include students who graduate over the summer.

Date	Activity
Sept. 18, 2013 *	AYP results final on SOSR Preview PLAS notification to districts will take place on or before this date.
Sept. 27, 2013	SOSR 2013 released to the public
October 4, 2013	PLAS list added to the SOSR 2013 Report Card
Nov. 15, 2013	NePAS released with Graduation data and ranking, Drop-out data added to SOSR

\* Updated information 6/25/13



### **2012-2013 Special Education Final Financial Reports**

Contact: Financial Questions, Greg Prochazka (402-471-4314 or [greg.prochazka@nebraska.gov](mailto:greg.prochazka@nebraska.gov))

Financial Questions: Data Input Questions, Lori Adams (402-471-2637 or [lori.adams@nebraska.gov](mailto:lori.adams@nebraska.gov))

The Special Education Final Financial Reports for 2012-2013 school year are due as follows:

**Birth to Age Five (BAF FFR) (NDE 06-025)** – Due on or before **October 1, 2013** - copies of contracted services billings are **NOT** required. This form can be found on the NDE Portal under the Forms tab.

**Transportation (TRANS FFR) (NDE 06-016)** - Due on or before **September 30, 2013**. This form can be found on the NDE Portal under the Forms tab.

**School Age (SA FFR) (NDE PORTAL)** - Due on or before **October 31, 2013** - copies of contracted services billings **ARE** required (Collection Opens – September 1). This collection can be found on the NDE Portal under the Data Collections tab.

**School Age (SA FFR)** – *New for 2012-2013* - NDE will be comparing the “professional” staff reporting to the NSSRS Staff Reporting, the staff reported in School Age Final Financial should be reported in NSSRS Staff Reporting. If you have omitted staff or reported staff in error that you want to include in the Special Education and Support Services Final Financial Report for School Age Students SPED And Support Svc School Age Final Financial, you will have to submit a Request to Submit Data Late or Make Data Changes in the Consolidated Data Collection. Complete the form with type of Data Collection: NDE Data Collection; School Year: 2012-2013; Collection Request: SPED and Support SVC School Age Final Financial. Complete the form with the text describing the problem and the reason for the request. Once this request has been received a team will review the request and approve or deny the request. If the request is approved the NDE Helpdesk will work with the district to update the 2012-2013 NSSRS Staff Reporting.

**School Age (SA FFR)** – *New for 2012-2013* - NDE will be comparing the “substitute” reporting to the Substitute Teachers collection in the Consolidated Data Collection (CDC). If you have omitted staff or reported staff in error that you want to include in the SPED And Support Svc School Age Final Financial, you will have to submit a Request to Submit Data Late or Make Data Changes in the Consolidated Data Collection. Complete the form with type of Data Collection: NDE Data Collection; School Year: 2012-2013; Collection Request: SPED and Support SVC School Age Final Financial. Complete the form with the text describing the problem and the reason for the request. Once this request has been received a team will review the request and approve or deny the request. If the request is approved the NDE Helpdesk will work with the district to update the 2012-2013 CDC Substitute Teachers.

This change to compare the “substitute” staff will also affect how staff with a “staff type of – 4” are entered/uploaded into the SA FFR. All “substitute” staff either long term or short term need to be entered individually with their own NDE Staff ID.

If you have any questions on these processes please contact Lori Adams (402-471-2637 or [lori.adams@nebraska.gov](mailto:lori.adams@nebraska.gov)) or the NDE Helpdesk at 888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov).

*Reminder* - The Final Financial Reports for **both** Birth to Age Five and School Age no longer collect staff data based on Social Security Number. All staff being claimed on the Final Financial Reports must have a NDE Staff ID. For assistance with the NDE Staff ID contact the NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov) )

Please refer to 92 NAC 51 for information regarding late submission of required forms. Nebraska Department of Education is now required to give school districts an annual “determination rating” regarding compliance with IDEA Parts B & C, as a result of the reauthorization of IDEA 2004. Included within the federal criteria being considered by NDE are: (1) timely and accurate submission of special education fiscal data and, (2) special education fiscal audit findings.

**Guidance related to expenditures to provide special education and related services to nonpublic school children was incorrectly worded in the Nebraska Department of Education [email notification dated August 21, 2013](#) and briefly summarized at the August 29, 2013 monitoring meeting.**

**All expenditures (State or IDEA) to provide special education and related services to nonpublic school children (ages 5-21) can be reported (claimed) on the School Age Final Financial Report. All reimbursements/pending reimbursements of IDEA Proportionate Share (#4412) and any other IDEA funding allocations (#4404, #4410) used for non-public special education services (ages 5-21) for the applicable school year must be reported in the “IDEA Funding” section (01-4-0000) of the School Age Final Financial Report.**

As per NAC 51-012.08E, “State and local funds may be used to supplement and in no case supplant the proportionate amount of Federal funds required to be expended for parentally – placed nonpublic children with disabilities under this Chapter”. However, NDE is suggesting that any costs above the proportionate share allocation could, depending on individual district accounting practices, best be covered by IDEA E/P and Base dollars.

## **HOW TO CONTACT THE NDE HELPDESK**

There are three ways to contact the NDE Helpdesk with questions.

**All three ways get to the same place, so please only use one of the following options.**

**If you send more than one request this may delay our response as we coordinate all requests.**

1. Submit a “Helpdesk Request” from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Collection Announcement page. This will be the fastest way to get your request to the NDE Helpdesk.

**OR**

2. Email: [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)

**OR**

- a. Call Toll Free: 888-285-0556

**Please leave your full name, organization, call back number and a brief description of your question.**

ALSO: If you have contacted your area’s NDE Trainer, please do not also contact the Helpdesk. Multiple contacts will delay the response.

**THANK YOU!**

**NDE Bulletin now available in RSS Feed**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

We have added an RSS feed that users can subscribe to. Don't forget that the current and past NDE Bulletins can always be found at <http://www.education.ne.gov/ndebulletins/index.html>. The RSS feature can be found at the above webpage in the upper right hand corner (orange icon). RSS feeds can be used with Outlook and a number of web-based feed readers. At this time we will also continue to send the bulletin out via e-mail.

*Ginny Carter, NDE Helpdesk Manager*

*Nebraska Department of Education - Data, Research and Evaluation*

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